

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: March 1, 2018

PERSONNEL LETTER #18-007
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

**RE: REVISED: CALHR INFORMATION TECHNOLOGY CLASSIFICATION
CONSOLIDATION**

CalHR has approved the consolidation of classifications in the Information Technology series, effective January 31, 2018. Please refer to CalHR Pay Letter #18-04 for further information regarding the consolidation, including new class codes, work week group (WWG) changes, range differentials, and alternate range criteria. This letter can be accessed via the following link:

<https://hrnet.calhr.ca.gov/CalHRNet/default.aspx>

EH MASS UPDATE PROCESSING

The State Controller's Office (SCO) will process three separate Employment History (EH) mass updates to ensure the proper movement of permanent employees from existing classifications to the newly established classifications.

On February 6, 2018, SCO will process a mass update to post A20 transactions effective January 31, 2018 for employees in the designated classifications. The A20 transaction will move employees from their current classification and range to the newly designated classification and range.

On February 8, 2018, SCO will process a mass update to post 355 transactions effective January 31, 2018 for affected employees. The 355 transaction will update the WWG to reflect the WWG as designated by the newly established classification.

On February 13, 2018, SCO will process a mass update to post SAL transactions effective January 31, 2018 for eligible employees. The SAL transaction will apply the range differential and will reflect within the employees' base salary rate.

In order to limit the fallout and manual processing required, departments should not key any transactions, with the exception of separations, for employees who should be included in the mass updates, until after the mass updates have been completed.

Turnaround PARs (TAD) will be issued and released on a flow basis after the final mass update transaction is processed.

NOPAs will not be generated for this series of transactions. Per PAM Section 7.1(II)(A) NOPAs are not produced through the mass update process and PAM Section 7.1(II)(B) NOPAs are not produced for miscellaneous transaction 355 or SAL. While a NOPA could be produced for the A20 transaction, it would not reflect current salary information. To request a NOPA, departments must contact the Statewide Civil Service (CS) Personnel Program per PAM Section 10.24 Request Verification.

SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

The following groups will not be included in the mass update and can be keyed by departments immediately:

- **Employees Serving a Probationary Period**

Departments are responsible for identifying and processing the A20 transaction to change the classification, WWG, and salary, if applicable, effective January 31, 2018, for employees in designated classifications who are currently serving, and will be continuing, a probationary period in the new classification. Probationary code 3 should be used to identify that the employee “must complete probationary period now serving.”

e.g.: If an employee is currently in a classification with a six month probationary period and has served two months at the time of reallocation, the employee will only be obligated to serve four additional months to satisfy their probationary period and gain status in the new classification.

- **Employees in Excluded Ranges**

Departments are responsible for identifying and processing transactions to change the classification, WWG, and salary, if applicable, effective January 31, 2018, for employees in designated classifications who are currently in excluded ranges. Movement between excluded ranges is subject to SPB Rule 431 and transactions should be processed as follows:

- 1) A 335 transaction to return incumbents to the appropriate status range for their current classification.
- 2) An A20 transaction to reallocate incumbents from the status range(s) of existing classifications to the status range(s) of new classifications and to apply the range differential.
- 3) A 335 transaction to place incumbents in the appropriate excluded alternate range of the new classifications and to apply the applicable salary rule based on the range differential between the status range and the excluded range.

- **Employees in Training and Development Assignments (T&D)**

Departments are responsible for identifying employees serving a T&D Assignment and process as follows:

- If an employee is currently in an IT classification affected by the reallocation and serving a T&D in a classification not affected by the reallocation, process per PAM Section 5.50:
 1. An A20 effective 1/31/18
 2. An A04 to return the employee to training assignment.

- If an employee is currently in a classification not affected by the reallocation and serving a T&D in an IT classification affected by the reallocation, evaluate that the T&D is still valid. If the T&D is found to be valid, departments should process an A04 transaction.
- **Nonpermanent Employees**
Departments are responsible for identifying and processing an A02 transaction for nonpermanent employees to change the classification, WWG, and salary, if applicable, effective January 31, 2018, for employees in designated classifications who are in nonpermanent positions. (PMPPM 315.14) Nonpermanent employees include:
 - TAU Appointments
 - Limited Term Appointments
 - Retired Annuitants
 - Emergency Appointments

Classification 1559 CBID

Departments should run a MIRS report after February 16, 2018, to identify employees in classification 1559, and process a 126 transaction to update the CBID to M01. Should an employee also require a 120 transaction (see below) to change the position number, a 120 transaction may be processed to update both, the position number and CBID.

Position Number Evaluations

Departments should run a MIRS report after February 16, 2018, to identify employees who may have been placed in a duplicate position number as a result of the mass update. Please evaluate the serial numbers and process a 120 transaction to maintain accurate reporting of positions and avoid possible payroll issues.

Std. 607 Requirements

Departments are required to submit one Std. 607 form per Agency Code, to include all positions impacted by the reallocation (filled and vacant), to SCO by March 30, 2018. (PPM Sections C310 & C315) Please indicate “IT Consolidation Effective 01/31/18” in the remarks.

Out-of-Sequence

After the A20, 355 and SAL transactions are posted to an employee’s EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable. If not entered, the salary rate information on the transactions will be reflected on the new out-of-sequence transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information. When keying out-of-sequence or making corrections to the A20 transaction, departments should key an A20C with the correct salary rate, range, and work week group; voiding the 355 and SAL transaction (if applicable).

If correcting a January 31, 2018 effective date transaction that was processed prior to the A20, 355, or SAL being posted, enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Per DPA rule 599.689, MSA/SIS transactions with a January 31, 2018 effective date must be posted prior to the A20, 355, or SAL, if applicable. Enter the GSI Code O on the MSA/SIS transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

Plus Salary

Departments must manually identify and update the records of employees who have a plus salary.

Lump Sum

Employees who separated from state service without fault prior to the effective date of the consolidation with lump sum pay extending beyond January 31, 2018, and who were in a designated classification at the time of the separation, should have their lump sum adjusted. Departments must identify and process a 215 transaction to indicate the new salary rate (if applicable), new classification code and to reference the Pay Letter 18-04; prior to submitting a Std. 674.

e.g.: Item 215 Remarks: 10000.50/1400/18-04

Submit a STD. 674 and indicate "IT Consolidation Effective 01/31/18" in the remarks.

PAYROLL ADJUSTMENTS

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the February 2018 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working a shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI).
- State Disability Insurance (SDI)
- Out-of-Class pay – Earnings ID 8G and 8G2 only.
- Supplemental Premium Payment Type 8, only if the pay rate is based on a percentage of the employee's based on salary rate, and the employee is receiving a SAL.

Please direct questions regarding the IT Class Consolidation as follows:

| SUBJECT AREA | CONTACT | TELEPHONE NUMBER |
|---|---|------------------|
| Program Management (e.g., policy and implementation) | Personnel Management Division CalHR | (916) 324-9381 |
| Program Administration (e.g., rules, regulations, benefits/pay impacts) | Personnel Services Branch CalHR | (916) 323-3343 |

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| General Payroll Procedures | Customer Contact Center | (916) 372-7200 |
| Disability Payroll Procedures | SCO | |
| Employment History Procedures | | |

MR:AVB:PMAB